

**State of New Jersey  
AGENCY REQUEST FOR PROPOSAL**

**DOMESTIC VIOLENCE AND SEXUAL ASSAULT SERVICES  
FOR FEMALE INMATES  
AT EDNA MAHAN CORRECTIONAL FACILITY FOR WOMEN**

**Questions and Answers**

**Question 1 –**

**Q.** After reviewing the RFP, I have a question regarding the modality of creative arts therapy being selected. The RFP indicates that it must be Music Therapy. I am wondering if other modalities such as movement or drama could be used. Understanding that a modality that would need to use certain materials may pose a safety concern, I am also wondering what is the rationale for selecting music above any other modality.

**A.** *The New Jersey Department of Corrections (NJDOC) is seeking bid proposals from eligible organizations to facilitate group counseling, individual counseling and music therapy for female victims of domestic violence and sexual assault. Music therapy has been a component of the domestic violence and sexual assault continuum of treatment at Edna Mahan Correctional Facility for Women for several years. Federal funding has been sub-granted to the NJDOC to support domestic violence and sexual assault treatment services, including music therapy, as outlined in the grant proposal and mirrored in the RFP scope of work. Proposals for alternate modalities of creative arts therapy are not requested at this time.*

**Question 2 –**

**Q.** The RFP says the focus and content of the group counseling will be “mutually agreed upon by the successful bidder and the contract liaison.” Will the vendor be able to ultimately determine the most appropriate therapeutic approach? Please provide additional clarification regarding the level of programmatic involvement of the contract liaison.

**A.** *For purposes of the Request for Proposal, the vendor should identify group counseling content and/or curriculum. After contract award to the most responsive bidder, if the proposed group counseling services need to be slightly modified to meet the needs of the current female inmate population, any modifications will be mutually agreed upon by the vendor and the contract liaison.*

*The contract liaison is the social work supervisor at Edna Mahan Correctional Facility for Women, who also serves as the project director for the federally-funded sexual assault and domestic violence services. Her experience serving in these roles affords an*

*awareness of the needs of the female inmate population. Collaboration between the vendor and contract liaison will ensure the appropriateness of services and efficient service delivery. The contract liaison will assist with logistics such as scheduling, reserving a meeting location, etc.*

**Question 3 –**

**Q.** The RFP says the vendor will determine the service hours, length of each counseling cycle and the number of counseling cycles annually. Does the DOC have a target (or range) level of service in mind?

**A.** *A minimum level of services shall include:*

- *Thirty-one (31) total hours of individual counseling per month for the entire facility.*
- *One (1) group counseling session per week held in either the minimum custody (grounds) or maximum custody unit. Upon completion of the group counseling cycle, the location (minimum or maximum custody) would alternate.*
- *Three (3) music therapy groups per week. The music therapy groups would be facilitated weekly in minimum custody, maximum custody and the therapeutic community program.*

**Question 4 –**

**Q.** Is “music therapy” defined as creation of music through use of instruments (i.e. drumming) or listening to and discussing music as a part of therapy? Can the protocol involve either or both? Please clarify.

**A.** *Music therapy can be defined as both (1) the creation of music through use of instruments and (2) listening to and discussing music as part of therapy. Music therapy at Edna Mahan Correctional Facility for Women should include the creation of music through the use of instruments, but can also include listening to and discussing music as part of therapy.*

*In previous music therapy groups held at Edna Mahan Correctional Facility for Women, inmates have been involved in the creation of music. Our experience is that emotional healing occurs through lyric writing, creation of songs, practice and performance.*